

## Background Check Adverse Action Notice and Offer Rescind

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]

Dear [NAME OF CANDIDATE]:

This notice is to inform you that information obtained in your background check, combined with the information that you provided (if you provided additional information) following our Pre-adverse Action Notice dated [DATE OF PRE-ADVERSE ACTION NOTICE], did not satisfactorily meet the First Presbyterian Church of Conroe's (FPCC's) requirements for employment in the position of [ENTER POSITION TITLE]. Consequently and most regrettably, we must rescind our previous employment offer to you.

The source of the background check information used in our decision-making process is:

[ENTER BACKGROUND CHECK SOURCE, ADDRESS, CONTACT INFORMATION, INCLUDING PHONE NUMBER].

Even though you were provided with a copy of your background report along with the previous letter to you dated [DATE OF PRE-ADVERSE ACTION NOTICE], you may request an additional free copy of your report from the consumer reporting agency listed above if you make that request within 60 days of the date of this notice.

Please understand that the background information source is not responsible for making the hiring decision, or for accepting or rejecting your candidacy for the position. This source is only responsible for providing the information that has been requested from it.

Attached to this notice is a summary of consumer rights under the Fair Credit Reporting Act.

Sincerely,

[FULL NAME OF BACKGROUND CHECK ADMINISTRATOR]  
[TITLE]  
[TELEPHONE]

Enclosure: *FCRA Rights Summary*